

DEPARTMENT OF GENERAL SERVICES  
Records Management DivisionSCHEDULE  
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## RECORDS RETENTION AND DISPOSAL SCHEDULE

ANNE ARUNDEL COUNTY

Finance Department

AGENCY		DIVISION
Item No.	Description	Retention
SCHEDULE C641 (THIS SCHEDULE REPLACES SCHEDULE C-503, DATED 10/2/79)		
01	General Accounting Records - Class I  Journal Vouchers (entries) Transaction Cards Cash Receipts related to Grants or Capital Projects	Retain originals in records center until microfilm validated, unmicrofilmed originals and microfilm must be retained until capital project audit requirements are met, then destroy.
02	General Accounting Records - Class II  Cash receipts not included in Class I above Print shop tickets Stockroom issues File maintenance charts Warehouse requisitions Invoices & backup from misc. billings	Retain four (4) years and until all audit requirements have been met, then destroy.
<u>PAYROLL</u>		
05	Payroll Timesheets	Retain in work area one (1) year; in Records Center two (2) years, then destroy. Total retention period three (3) years.

Schedule Approved by Department,  
Agency, or Division Representative

Controller

Chief Admin.  
Officer

Date

Signature

Title

Schedule Authorized by  
Hall of Records Commission

Date

State Archivist

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Item No.	Description	Retention
06	Payroll Register, and Deduction/Other Earnings Report	Retain hard copy report for current year in work area, and then destroy. Microfiche are created at time hard copy registers are created. Retain microfiche for six (6) years, then destroy.
07	W-2 Employer's Copy (Year End Only), 941 Proofs and W-2 Audit Tape	Retain for six (6) years, then destroy.
08	Social Security Listing	Retain latest listing in work area; destroy all others except for year end; maintain latest year end report in work area until next year end report is reviewed in February, then send prior year end reports to Records Center and retain for six(6) years, then destroy.
09	Cancelled Payroll Checks, U.S. Savings Bonds Report	Retain for three (3) years, then destroy.
10	Automated Clearing House (ACH) Listing	Retain for three (3) months in work area, then destroy.
11	Personnel Action Authorizations (PAA's)	Retain two years in the work area, then destroy. (Note: Personnel maintains originals).
12	Employer Deduction Report (by type of deduction)	Retain 12-31 and 6-30 report until the completion of the year-end financial audit, then destroy. Hold weekly report until the next report is available, then destroy.

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Item No.	Description	Retention
13	Hours Register (supplementary report listing hours reported on the timesheets)	Retain microfiche for the current year in the work area. After year-end, send to Risk Management for their use.
14	Journal Entries Related to Payroll	Retain four (4) years, then destroy.
15	Labor Distribution Report (changes that go into appropriations statements produced in microfiche after each payroll run; year to date summary produced monthly)	Retain microfiche record copy for past FY in work area. When current FY is complete, send prior FY to storage area and retain for six (6) years, then destroy.
	<u>FIXED ASSET SYSTEM</u>	
18	Cumulative Transaction Listing	Retain latest monthly listing in work area; retain most recent June 30th report in work area; destroy all other monthly listings; retain prior four (4) years of June 30th reports in Records Center (prior to most recent June 30th report), then destroy.
19	Add Slips	Destroy after edit has been corrected and updated.
20	Update Listing	Retain two (2) years in work area; then destroy.

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Item No.	Description	Retention
21	Asset by Fund List	Retain latest monthly listing in work area; retain most recent June 30th report in work area; destroy all other monthly listings; retain prior four (4) years of June 30th reports in Records Center (prior to most recent June 30th report), then destroy.
	<u>SUPPORT</u>	
24	Daily Listing	Retain most recent 6 months in work area, destroy after six (6) months.
25	Pre-Posting Edit	Retain most recent three (3) months, then destroy.
26	Posting Activity Journal; Check Register	Retain current year in work area and previous year in Records Center; destroy prior years.
	<u>VEHICLE REPORTS</u>	
32	Transaction Proof Listing; Edit Error Listing	Retain most recent six (6) months in back storage area; destroy after six (6) months..
	<u>DISBURSEMENT REPORTS</u>	
34	Finance Postings	Retain current fiscal year in work area; previous fiscal year in back storage area, until completion of annual audit; then destroy.

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Item	Description	Retention
35	Check Copies (pink) - Capital Projects	Retain two years after audit, then destroy.
36	Capital Projects Folders - Invoices and Supporting Documents	Retain two years after audit, then destroy.
37	Check Copies (pink) - All Other Funds Invoices and Supporting Documents - All Other Funds. Verification of boxes required to separate capital projects	Retain five (5) years: current year in work area, prior year in back storage, three (3) years in Records Center.
38	Check Register	Retain hard copy for one (1) year in work area; thereafter convert to microfiche. Destroy hard copy following validation of microfiche. Retain microfiche four (4) years or upon formal supervisor's guidance, then destroy.
39	1099 Proof Listing	Retain one (1) year in back storage area, then destroy all but one copy. Retain one copy six (6) years and until all audit requirements have been met, whichever is longer, then destroy.
40	Check Copies (green)	Retain until all audit requirements have been met.
41	Vendor History	Retain hard copies for current fiscal year. At end of FY convert to microfiche, destroy hard copy following validation of microfiche. Retain microfiche copy for 25 years, then destroy.

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Item	Description	Retention
42	Direct Payment Approvals	Microfilm and retain five years, then destroy.
	<u>NONDISBURSEMENT DATA REPORTS</u>	
45	Batch Edit Reports	Retain current and previous month in work areas; destroy prior months.
46	Postings	Retain current fiscal year postings in back storage area; previous fiscal year in work area until completion of annual audit; then destroy.
47	Month End Controls	Retain current year in work area; previous year in back storage area; destroy prior years.

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Item No.	Description	Retention
	<u>FINANCIAL REPORTS</u>  Financial year end reports produced after fiscal year 1972 are on microfiche; all monthly reports are on microfiche beginning in fiscal year 1977. The retention periods listed for record series #55 thru #60 apply only to those records produced after fiscal year 1972. Retain the microfiche copies permanently in work areas. Retain all year end reports prior to fiscal year 1972 permanently or until security and operational microfiche copies can be made. Note: Reports for the period of December, 1985 thru March, 1987 are not on microfiche, therefore, retain permanently in storage area or until operational microfiche copies can be made.	
54	File Maintenance Listings	Retain current fiscal year in work area; previous fiscal year in work area until completion of annual audit, then destroy.
55	General Ledger Statement; General Ledger Summary; Revenue Statement; Revenue Summary; Appropriation Statement; Appropriation Summary; Capital Projects Summary General Ledger Transaction Listing; Revenue Transaction Listing; Appropriation Transaction Listing  Cost Reports (Buildings & Grounds, Garage, P.W. Parks & Recreation)  Cost Reports - Work Orders  Cost Reports - Grants  Cost Report: 990 (Health Department)  Capital Project Grant Analysis & Analysis Report	Retain most recent four (4) months in work area, destroy all others.

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Item No.	Description	Retention
56	Open Encumbrances Listing	Retain current month listing; destroy all prior months except June 30th report. Retain June 30th report until completion of annual audit, then destroy.
58	Cumulative Transaction Listing (1972 to 1976) (already converted to microfiche)	Retain in work area for 25 years, then destroy.
59	Year End Closing Reports (Capital Project Closeout)	Maintain one year in back storage area, then retain in Records Center 25 years or until microfilmed, then destroy after capital project audit requirements are met.
60	Final Reports (after audit)	Retain in Records Center for 25 years or until security and operational microfilm copies can be made, then destroy.
	<u>CASH MANAGEMENT</u>	
65	Collection/Disbursement Bank Account files wire transfers; voids, special checks, bank statements, tape input changes	Retain current fiscal year in work area. Retain prior fiscal year in work area until accounts have been reconciled and annual audit complete; transfer to Records Center and retain for four (4) years; then destroy.



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Item	Description	Retention
66	Payroll bank account files, Support, Housing Rehab bank statements, copies of special checks, voided checks, wire transfers	Retain current fiscal year in work area. Retain prior fiscal year in work area until accounts have been reconciled and annual audit complete; transfer to Records Center and retain for four (4) years, then destroy.
67	Cedarhurst Escrow Account - bank statements; wire transfers	Retain current fiscal year in work area. Retain prior fiscal year in work area until accounts have been reconciled and annual audit complete; transfer to records storage and retain for seven (7) years.
68	Bank Analysis - monthly analysis statements provided by each major collection/disbursement bank	Retain hard copy in work area for current FY. Retain prior fiscal year in work area until annual audit is complete, then destroy.
69	Sweep Account Records - a manual handwritten log showing amount, interest rate, and interest earned; confirmations	Retain log in work area for two (2) years. Confirmations should be retained until annual audit is complete. Destroy log and confirmations after audit.

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Item	Description	Retention
70	Cash Flow - WISMER System Reports (These files began in FY88 with installation of the WISMER System)	
	a. Input data	Retain in work area 1 year, then destroy
	b. History File	Retain in work area 5 years; then destroy
	c. Cash Projections (one projection/ month)	Retain in work area 5 years; then destroy
71	Banklink Reports - daily balances, debits, and credits (currently from 4 major banks)	Retain in work area for FY. Destroy after annual audit.
72	Wire Transfer Files - manual chronological file of wire transfer letters; separate chronological file of on-line (Banklink) wire transfers (copies of both types are attached as back-up documentation to general journal entries and transaction cards)	Retain in work area through annual audit plus one year. Then destroy.
	<u>INVESTMENTS</u>	
73	WISMER daily reports	Retain in work area, 6 months, then destroy.
74	WISMER monthly reports (reports began in FY88 with installation of the WISMER system)	Retain in work area for five years, then destroy.
75	a. Investment purchase sheet general fund (original entry document)	Retain FY records in work area until annual audit, transfer to records storage and maintain for seven (7) years; thereafter destroy.
	b. Investment purchase sheets restricted/rebate funds (original entry document)	
76	Daily bid sheets	Retain in work area for current FY until annual audit. Then destroy.

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Item	Description	Retention
77	Repurchase agreements, wire transfer agreements, trading authorizations (legal contracts and documents)	Retain in work area until termination. Transfer to records storage and retain four (4) years after termination. Thereafter destroy.
90	<p><u>GRANTS</u></p> <p>Grant Documentation Files</p>	Retain in work area through single audit plus one (1) year. Retain in records storage four (4) years, then destroy.
95	<p><u>CANCELLED CHECKS</u></p> <p>Payroll, Domestic Relations and Detention Center Accounts</p>	Hard copy checks that have not been micro-filmed should be retained in the records center for five calendar years. If not microfilmed, destroy after 5 years. Once microfilm is complete and validated, hard copy checks should be destroyed. Micro-film copies should be kept in Finance storage area for five calendar years, then destroyed.

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Item	Description	Retention
96	General Disbursing Accounts (Prior to Feb 1, 1989)	Hard copy checks that have not been micro-filmed should be retained in the records center for five calendar years. If not microfilmed, destroy after 5 years. Once microfilm is complete and validated, hard copy checks should be destroyed. Micro-film copies should be kept in Finance storage area for five calendar years, then destroyed.
97	Disbursing Accounts (After Feb 1, 1989)	Hard copy checks will be retained at the bank for six months, then destroyed. Microfilm copies should be kept in Finance storage area for five years, then destroyed.
98	Capital Projects Account	Hard copy checks should be stored in Records Center until audit requirements are met, then destroyed. Micro-film copies should be stored in Finance storage area until audit requirements are met, then destroyed.

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Item	Description	Retention
	<u>CONTROLLER</u>	
105	Controller's Alpha Files	Retain in work area for two years. Transfer to records storage and retain for four (4) years, then destroy.
106	Bond Transcripts	Retain in work area for three (3) years. Transfer to records storage and retain for 100 years.
107	Department Personnel Files	Retain in work area for two years after employee terminates or retires, then destroy.